

Online Employment Application Guide

To Create Your Applicant Profile Before Applying for a Job

1. Click on 'Create Your Account Here!'

Note: If you have already created a user account, login using your previously created username and password. **You will not be able to create another applicant account using the same e-mail address**

- Enter your new account information (you MUST remember this information)

2. Click on the 'Save' button

- A page is displayed with your login information. Click on the 'Login' button
- Enter your username and password and click 'Login'

3. Click on the 'Create Application' button

Note: You do not need to create a separate application for every job that you apply for. **Each applicant must have his/her own account. You cannot share accounts**

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In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

Create Application

Applications You've Created:

Name	Date Created	Modify
<p>Tip: You do NOT need to recreate a new application every time you're applying for a position.</p>		

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4. Input a title for your application for your future reference
5. Click on the 'Create Application' button
6. Fill in the 'Personal Profile' information

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(PART-TIME) REVENUE ASSISTANT I - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Job Application >> Profile

Cancel Save & View Application

Contact Information

*First Name Joe

Middle Initial R

*Last Name Smith

Primary Phone 310-555-0667

Alternate Phone

*Email joe_85@aol.com

* Required Field

7. Click on the 'Save & View Application' button
8. If you want to add education or work experience, click on the links for 'Add Education' or 'Add Work Experience' and complete these sections. You can also add Certificates or Licenses, Skills, Additional Information, References, and a Resume, if desired. Click the 'save' button at the bottom of each section.

Job Application » Review * Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Confirm Application](#)

Personal Profile [Edit Personal Profile](#)

Name:	Joe Smith	Address:	1415 Santa Monica Blvd Santa Monica, California 90210
Social Security:	223-45-6998	Email:	joe_85@aol.com
Home Phone:		Notification Preference:	Email
		Alternate Phone:	

Other Personal Information

Driver's License: Yes, California

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Bachelor's Degree

Preferences

Preferred Salary:

Are you willing to relocate?

Types of positions you will accept:

Types of work you will accept:

Types of shifts you will accept:

Objective

Education [Add Education](#)

Work Experience [Add Work Experience](#)

Certificates and Licenses [Add Certificates or Licenses](#)

- Click on the 'Logout' link in the upper-right-hand corner

To Apply for a Specific Job Opening

- From the employer's employment opportunity website, click on the job title of the job you are interested in.
- Click on the 'Apply' link

[Home](#) [Job Search](#) [Career Seekers](#) [About Us](#) [Post a Job](#) [Employer Login](#)

Job Title: (PART-TIME) REVENUE ASSISTANT I

Salary: \$15.54 - \$19.94 hourly

Job Type: Part-Time (19 1/2 Hours per Week)

Location: City of Stockton, California

Department: Administrative Services

[Print Job Information](#) | [Apply](#)

- Login using your applicant username and password that you created previously.

Note: If you have previously created an applicant account, login using the previously created username and password. **You will not be able to create another account using the same e-mail address.**

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Are you registered?

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Username: joe_85
 Password: ●●●
 Login

Not Registered Yet? [Create Your Account Here!](#)
[I Forgot My Password](#)

- Click on the link that says "To apply for the position of your position title click here."

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To apply for the position of (PART-TIME) REVENUE ASSISTANT I click here.

Create Application

- Answer the agency-wide supplemental questions

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(PART-TIME) REVENUE ASSISTANT I - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Agency-wide Questions * Required Field

If you need more than **one hour** to complete this section click the "Save Work in Progress" button occasionally to save your work. All questions marked "Required" need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate education, training and experience relative to the position.

*1. Are you currently or have you ever been employed by the City of Stockton?
☐ Yes ☐ No

- Click on the 'Save & Proceed' button at the bottom of the page
- Answer the job-specific supplemental questions (if any)

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Supplemental Questions * Required Field

If you need more than **one hour** to complete this section click the "Save Work in Progress" button occasionally to save your work. All questions marked "Required" need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The following questions apply to only the position you are applying for.

*1. The Supplemental Questionnaire is part of the examination process; accordingly, it should be completed carefully. It must be submitted with your official employment application. Do not indicate "see resume" as an answer to any of these questions.

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.
☒ Yes ☐ No

*2. Do you possess a high school diploma or GED?
☒ Yes ☐ No

*3. Do you possess a valid California Class "C" Driver's License?
☒ Yes ☐ No

Save Work in Progress Save & Proceed

* Required Field

- Click on the 'Save & Proceed' button at the bottom of the page

9. Scroll to the bottom of the application review screen and click 'Confirm & Send Application'
10. Click the 'Accept' button on the digital signature screen

Certify & Submit

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Metropolis and will not be returned. I understand that the City of Metropolis may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

11. Click on the 'Logout' link in the upper-right-hand corner

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